

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,
OPERATIONS DIVISION CHIEFS

SUBJECT: National Recreation Reservation Service Inventory Update and Verification

1. The 2001 National Recreation Reservation Service (NRRS) annual inventory update and verification process will begin on 6 August 2001 and will continue through 30 September 2001. During this period, authorized personnel may review and change their inventory data, revise maps, or add new facilities. The inventory update will be conducted using the inventory web page at <http://www.ReserveAmerica.com/nrrs-inv/>. The Guide to the NRRS Inventory Update Procedures and the opening web page have been updated. Your change requests must be made in accordance with guidance provided on the web site.
2. All field locations should review their inventory and submit any necessary changes, or alternatively, submit a message to ReserveAmerica that no changes are required. Only authorized Points of Contact (POCs) may submit changes to inventory. If your authorized POC has changed, you must provide the name of the new POC to ReserveAmerica prior to submitting inventory changes. All field locations are requested to review the alerts and warnings for their facilities and limit information to the most critical facts. Alerts and warnings have become lengthy and contain routine information that could be relayed to customers upon arrival. Simplified alerts and warnings will improve the efficiency of making reservations through the call center and be more informative to our customers. Changes submitted will be processed on a first-come, first-served basis. Changes will begin to be processed after Labor Day to avoid changing the database during this recreation season, including the holiday. All completed changes submitted prior to September will be processed and in place by 26 September, which will allow the field the ability to change fees and seasons 240 days in advance of Memorial Day 2002.
3. Seasons and fees should be updated for 2002 and 2003 during this inventory update period. Current guidance in ER1130-2-550, Chapter 9, paragraph 9-2, governs review of districts' recreation use fee schedules. This policy states: "The district commander will provide the established schedule of use fees to the major subordinate commands (MSCs) not later than 30 December each year." Due to the 240 and 360 day NRRS windows, fees for reservable facilities must be established and entered into inventory a year further in advance than existing policy envisioned. This may be accomplished under existing

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policy. The MSC may supplement policy to require earlier review and/or approval, at its discretion.

4. All field locations should have a minimum of 60 percent of sites available for reservation. Field locations, especially those operating with Park Office software, are encouraged to maximize the number of reservable facilities for public service and efficiency reasons. It is not recommended, however, that field locations make more than 95 percent of sites reservable. The NRRS cutoff window for advance reservations is 4 days or less.

5. All field locations are strongly encouraged to include reservable day use facilities in the NRRS to take advantage of the many benefits of the service. Only reservable group camping sites, however, are required to participate. Day use shelters and shelters that are reservable for both day use and group camping are not required to be included in the NRRS.

6. New field locations or additional inventory at existing field locations may be added during the update period by using guidance available on the inventory web page. New field locations with new inventory may also be added at any time during the year. Please be advised that change requests for existing inventory will receive higher priority from ReserveAmerica during the inventory update period.

7. A list of NRRS Inventory Update Tips is enclosed. The NRRS point of contact in CECW-ON is Judy Rice (202) 761-4751. The Interagency Inventory Team Leader is Larry Bogue (214) 767-2432. The Corps NRRS Program Manager and COTR is Greg Webb (817) 978-4641.

FOR THE COMMANDER:

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Encl

CHARLES M. HESS
Chief, Operations Division
Directorate of Civil Works